

Joint Capital Planning Committee Minutes

January 29, 2015

CALL TO ORDER: The meeting was called to order at 9:36 a.m. in the Town Room at Town Hall.

JOINT CAPITAL PLANNING COMMITTEE MEMBERS IN ATTENDANCE: Katherine Appy, Tamson Ely, Rick Hood, Connie Kruger, Jonathan McCabe, Doug Slaughter, Jim Wald

OTHERS IN ATTENDANCE: Sanford Pooler, Finance Director; Sonia Aldrich, Comptroller, Jonathan Tucker, Planning Director; David Ziomek, Assistant Town Manager/Director of Conservation & Development

AGENDA AND DISCUSSION

- 1. Review available funds
- 2. Set department head hearing schedule
- 3. Approval of minutes, if available
- 4. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting
- 5. Next Meetings and Agendas

1. Review available funds

Pooler guided the committee through the JCPC General Fund Five Year Capital Plan (FY 2016-2020) Draft. He stated that with the current estimate of available revenues, including the use of 7.5% of the levy from the General Fund, our current Capital requests are \$1.499 million greater than the monies available.

2. Set department head hearing schedule

Pooler took the committee through the revised Department Head meeting schedule. He noted that the Library would present its capital requests at the committee's next meeting and that he was seeking to have the Schools and Town IT departments swap dates for presenting their requests.

3. Approval of minutes, if available

None.

4. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting

Pooler called the meeting to order and asked the committee for nominations for a chair. Slaughter volunteered and Pooler took that as a self nomination. No other nominations were made.

The committee voted 6-0 with 1 abstention to elect Slaughter chair.

Tucker presented the Planning Department capital requests. He stated that the Town is looking to redesign and improve the North Amherst Village Center intersections. During that process the several Town-owned historic properties, and their uses, as well as the public's input will need to be detailed and considered as the redesign and redevelopment of the roadway is executed. The request for \$35,000 will be primarily for professional services related to this project but may be used for some streetscape improvements if funds are available.

Tucker stated that the Town in concert with the Business Improvement District (BID) and the Chamber of Commerce is seeking to develop a new way finding sign system for the downtown. This capital request would be coupled with monies from the BID and Chamber as well as past sign system capital appropriations to fund the project. The request is for \$20,000.

Tucker noted that while improvements to the northern end of Boltwood Walk were already needed, the completion of the Unitarian Meetinghouse expansion has exacerbated the need for rehabilitating this significant walkway. The Town's portion of the re-design and improvement of this area is \$40,000 with the abutting property owners being willing to partner with the Town to complete the project.

Tucker stated that the \$100,000 request for streetscape improvements in the north downtown is to augment the redevelopment of the streets relative to the burying of the utility lines along East Pleasant and Triangle Streets. The grant awarded to the Town to bury the utility lines does not cover the cost of improving the streetscape, just the cost of burying the lines. He reported that this capital request would work in concert with Chapter 90 monies to improve the streets and streetscape affected by the burying of the utilities.

Tucker stated that the Planning Department's priorities for the requests would be that the Boltwood project would be the highest priority, the North Amherst Intersection project as second highest and the other projects tied in importance but very close behind the North Amherst project.

Ziomek presented the Conservation Department capital request for a new tractor. The tractor would cost \$85,000 and replace the current 14 year old tractor. He stated that

current tractor is well past its useful life and the staff spends considerable time maintaining and repairing it. These repairs are costly both in parts and work lost due to down time. Additionally, he noted that the new tractor will have a useful life of about 10 years and will be able to utilize the attachments we currently own. He stated that they are looking into lease-to-own options as well to help spread the cost out over a few years. Kruger asked what would happen to the old tractor. Ziomek stated that in the short term it would be kept and used for parts.

Ziomek briefly noted that for the Conservation Department in the out years of the Capital plan is the dredging of Puffer's Pond. He stated that his department will seek to develop a timeline this winter but that the project would likely take 2 to 4 years to plan and implement.

Kruger asked about the process and role JCPC would be taking relative to several large capital projects on the near term horizon, namely, a new Fire Station, a new DPW facility, a renovation to the Wildwood school, and the Library renovation. Pooler responded that the first step will be to get time lines from each of the departments and then we will begin to discuss the how to fund them and when to do them. He stated that toward the end of this year's JCPC schedule we would begin the discussion on these large projects.

Pooler referred the committee to the Capital Account Balances document, dated 1/3/2015, and noted that there was approximately \$129,000 in unspent Capital appropriations that we could ask Town Meeting to re-appropriate to other Capital Projects. He noted that this is a strategy we have used in the past to help reduce the shortfall in the upcoming Fiscal Year's Capital funding. He stated that typically we have used only 50% of the available money, keeping the remainder for use in another fiscal year.

5. Next Meetings and Agendas

The next meeting will be February 5th, 2015. Agenda items will include capital projects for the Library, LSSE, and Public Works.

ADJOURNMENT

The meeting adjourned at 11:11 a.m.

Douglas Slaughter, acting clerk

DOCUMENTS USED AT THE MEETING

JCPC Meeting Schedule- Revised 1/28/2015

JCPC General Fund Five Year Capital Plan (FY 2016-2020) Draft

Maps of North Amherst, Kellogg Avenue, and Kendrick Park dated 1/29/2015 for Planning
Department Capital Requests

FY16-20 Planning Department Capital Requests packet

FY16-20 Conservation Department Capital Requests packet

Capital Account Balances document dated 1/3/2015